



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

May 28, 2015

MEMORANDUM

TO: Intermediate and Local School District Superintendents
Public School Academy Directors
School District Principals
College and University Presidents

FROM: Linda Forward *Linda Forward*
Interim Deputy Superintendent
Education Services

SUBJECT: Request for School Improvement Grant Peer Reviewers

The Michigan Department of Education (MDE) is seeking peer reviewers for the School Improvement Grant (SIG) Cohort IV. Peer reviewers will read, score, and make recommendations for funding of applications which demonstrate: 1) the greatest need for the funds, and 2) the strongest commitment to use the funds to substantially raise student achievement in SIG-eligible schools.

Peer reviewers must be willing to meet for a two-day consensus review on July 15-16, 2015, from 8:30 a.m. to 4:30 p.m., at the Clinton County Regional Education Service Agency (RESA) in St. Johns, Michigan.

Before the consensus review, reviewers will be asked to:

- Read 2-4 applications
- Score the applications using a standardized scoring rubric
- Take note and document questions, observations, and points of clarification to share with consensus teammates

At the consensus review, reviewers will be asked to:

- Work collaboratively with assigned teammates
- Participate in a calibration activity using one common application read by all reviewers
- Review and determine a consensus score for each assigned application
- Document the rationale for the application's score
- Make final funding recommendations

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The consensus review will take place on Wednesday, July 15, and Thursday July 16, 2015, from 8:30 a.m. to 4:30 p.m., at the Clinton County RESA, 1013 South US 27, St. Johns, Michigan. Lunch will be provided both days.

Please share with your staff as peer reviewers are sought from across the education community, which typically includes: public school board members, administrators and teachers, school consultants, current and past sub-grantees, institutes of higher education, educational associations, and staff of the Michigan Department of Education. Because we open this process to a large reviewer pool, it is important to have information on reviewers to eliminate any conflict of interest. Therefore, if you are interested in reviewing SIG Cohort IV applications please e-mail a résumé to MDE-SIG@michigan.gov by Friday, June 12, 2015. If you have questions regarding this communication or the SIG review process, please contact Dr. LaWanna Shelton at (517) 373-3488 or sheltonL@michigan.gov.

cc: Michigan Education Alliance